# SSC San Diego Publications Format Guide with Unnumbered Sections

**Publications Branch, D0271**

**SSC San Diego**
**San Diego, CA 92152-5000**

# EXECUTIVE SUMMARY

Executive Summaries generally consist of paragraphs under the headings of

**OBJECTIVE**

**RESULTS**

**RECOMMENDATIONS**

NOTE: this is a blank page after the Executive Summary so the table of contents can start on a right-hand page. This note and the page number should not be printed.

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# INTRODUCTION

## ABOUT THE PUBLICATIONS FORMAT GUIDE

This guide contains Space and Naval Warfare (SPAWAR) Systems Center, (SSC San Diego) document formatting information. Microsoft (MS) Word users should view the document in *Page Layout* style. The MS Word document uses the style sheet templates called rptnonumsp.dot for standard reports and documents and rptnumsp.dot for section-numbered reports and documents. Both templates may be obtained from Publications Branch production personnel or downloaded from the Publications web site. This document was created on a PC using MS word Version 97. Production personnel recommend that these .dot templates be added to your MSOffice\Templates directory.

Formats for the document cover, Administrative Information page, and Report Documentation Form have not been included. These document elements are maintained on the Publications Branch Electronic Documentation System (EDS) and will be added to your document.

This document has been formatted for double-sided print. Each section starts a new odd-numbered page. Blank pages have been inserted as required to display the standard SSC San Diego document format.

When allocating spacing between document elements, use the following guidelines: 6 picas = approximately 1 inch or 72 points (pt), 2 picas = approximately 3/8 inch or 24 pt, 1 pica = approximately 3/16 inch or 12 pt, 0.5 pica = approximately 1/16 inch or 6 pt.

The templates (.dot files) used to create this guide have all the basic styles necessary to create your document according to SSC San Diego format. We encourage you to use either template on our website to produce your documents. You can also modify your document elements to produce the results you need. In most word-processing and publishing application programs, style elements can be modified using drop-down menus.

## CORPORATE IMAGE PROGRAM

TD 2942, "SSC San Diego Corporate Image Program, Tools and Guidelines," dated October 1999, provides Center policy on implementing of SSC San Diego's corporate image and discusses the benefits of a consistent and professional corporate image. The document also provides guidelines on using the logo (color, proportions, and backgrounds) and the use of color and typography when preparing corporate information products. Refer to TD 2942 before you begin your document.

## WRITING AND EDITORIAL GUIDELINES

This document does not contain writing and editorial guidelines. Consult TD 1064, "Writing and Editorial Guidelines," or your Publications Branch editor for current guidelines. Publications Branch production personnel can insert grammar and style corrections in your manuscript file as directed by the Publications Branch editor. When you perform the complete production task for an SSC San Diego document, you take the responsibility for inserting grammar and style corrections as directed by the Publications Branch editor.

**PREFERRED FORMATS**

For formal SSC San Diego documents, provide a printed copy of your manuscript as well as an electronic file in MS Word or RTF (Rich Text Format) to the Publications Branch. These files will be filtered for use in producing Adobe Acrobat Portable Document Format (PDF) files for printing and archiving. In some cases, the Publications Branch will request that the customer provide the PDF or postscript file.

**ADDITIONAL ASSISTANCE**

For further assistance with SSC San Diego documents, contact your Publications Branch editor. For general help with creating or modifying MS Word styles, consult your MS Word User's Guide.

Publications Branch production personnel can format your document for you. You may, if you prefer, use your own special modified styles and formats when writing. Production personnel will handle all formatting requirements for full document production.

# DOCUMENT TEXT SPECIFICATIONS

## COVER, ADMINISTRATIVE INFORMATION, AND REQUIRED FORM

SSC San Diego document front and back covers with document numbers and distribution information are prepared by the Publications Branch. Special covers may be designed as required. The Administrative Information page and the form required for submission of information to the Defense Technical Information Center (DTIC) are also prepared by the Publications Branch.

## PAGE SETUP SPECIFICATIONS

The page specifications for SSC San Diego documents are

- Page size: 8.5 by 11 inches
  (This is a *bullet first* which has more space above the style.)
- Orientation: Portrait (vertical)
- Page margins: 1.0 inch, top, bottom, right, left
- Page numbers: Bottom of page, centered, 10-point sans serif font (Arial or Helvetica). Place page numbers in the document footer.
- Headers: None, although special documents may have headers.
- Tab stops set at 0.25-inch intervals
- Page has vertical alignment to the top margin of the page.
- Page is formatted for single-column print although special documents may have multicolumns.
- Each SSC San Diego document section begins on a new odd-numbered page unless the sections are very short. (This is a *bullet last* which has more space below the style.)

Page setup specifications may be modified as required to ensure a quality product.

## PAGE ORIENTATION, COLUMNS, AND TEXT ALIGNMENT

Most SSC San Diego documents are formatted for portrait orientation, single-column, left-justified print with vertical alignment to the *top* of the page.

In special circumstances, documents or document sections may be formatted for double column, full justification, or landscape orientation. Consult your Publications editor for further information. The primary styles contained in this document were designed for compliance with the standard format of portrait orientation and single-column print. For double-column print, the styles should be modified to ensure 3-inch columns with 0.5-inch gutter, full text and left justification, single-column section heads, and left stand-alone aligned paragraph heads.

Double-column text must display precise column balance at the top of the page and close column balance at the bottom of the page. The styles for indented lists must be adjusted to reduce the indentations. Use hyphenation tools as required but avoid excess hyphenation and indentation.

## FONTS

Use a serif font for main text. Use a sans serif font for headings, captions, and graphic callouts. If you have PostScript fonts, use Times for serif and Helvetica for sans serif. Windows users may use the serif Times New Roman 11.5 pt. for main text and the sans serif Arial (or Helvetica) for headings, captions, and graphic callouts. Produce math included as graphics using the fonts required by the math program.

## LISTS OF CONTENTS, FIGURES, AND TABLES

For formal documents, Publications Branch production personnel may use the EDS to generate the final table of contents after final layout has been accomplished.

The Contents heading is prepared using a 12-pt sans serif bold font. The heading is centered with spacing of 6 pt before and after the heading. (Style name is *contentshd.*) Look under Format—Paragraph for detailed parameters.

## PAGE-NUMBERING SCHEMES

For formal documents, Publications Branch editors and production personnel will ensure the proper page numbering schemes are used.

- Page numbers are centered in the running footer.
- Cover and Administrative Information pages are not numbered.
- Front matter (Executive Summary and Contents) pages are numbered with lowercase Roman numerals, sans serif font (Arial or Helvetica, 10 pt).
- Pages in the main body of the text are numbered with consecutive Arabic numbers, sans serif font (Arial or Helvetica, 10 pt). Pages may be numbered by document section if required (1-1, 1-2; 2-1, 2-2, etc.). Center the page numbers in the page footer.
- Pages for appendices are as follows: A-1, A-2, A-3; B-1, B-2, B-3, etc.

Consult your Publications Branch editor for further information.

## RUNNING HEADERS AND FOOTERS

SSC San Diego unclassified documents do not normally have running headers. In classified documents, page marking is shown in the header and footer. Headers and footers may be used in other documents if required for document clarity. Software used by Publications production personnel allow correct positioning of the running headers and footers on landscape pages.

Document page numbers appear in the running footer of each page. The number is centered in 10-pt sans serif font. Page margins must be adjusted to accommodate page numbers.

## TEXT STYLE SPECIFICATIONS

Normal paragraph text style is prepared using an 11.5-pt serif font. There is 4-pt spacing before and after the paragraph text. Indent the first line 0.15 inch, set line spacing to at least 12 pt and paragraph alignment to left. Set widow/orphan control if your application program provides it. Conventional style for word-processing and electronic publishing systems is to use one space after periods, not two.

## SECTION HEADINGS

SSC San Diego documents are usually divided into document sections. Each section should start a new odd-numbered page unless the sections are very short. Style specifications for headings should be designed to allow white space between headings and other document elements. To this end, design styles to place more spacing before the style element than after it. Examine the finished product for text flow. There should be more white space between the end of a document element and the following heading than there is between a heading and the following element. (Use the template styles to accomplish this.

**Numbering**

SSC San Diego document section and paragraph headings are not usually numbered. Sections may be numbered if the content of the document requires it. If headings are numbered, align headings to the left and create a numbering system based on 1., 1.1, and 1.1.1; SSC San Diego document section numbers are only followed by a period when they are first-order headings.

**First-Order Heading**

The heading at the top of page 1 is an example of a first-order heading. The style features include

- Sans serif font (Arial or Helvetica), 14 pt, bold, centered, all caps
- Spacing above the heading is 15 pt, and spacing below the heading is 6 pt.
- Text flow specifications include widow/orphan control, keep with next, and page break before
- Each section starts a new odd-numbered page. If pages are numbered by section, you may place a section designation before the page number.

Identify appendices alphabetically: Appendix A, Appendix B, etc. An appendix is a separate document section. If the appendix designation and the appendix title appear on the same line, place a colon after the appendix letter.

**Second-Order Heading**

Second-order heading style features include

- Sans serif font (Arial or Helvetica), 10.5 pt, bold, left-aligned, all caps
- Spacing above is 15 pt. Spacling below is 0.
- Text flow specifications include widow/orphan control and keep with next

**Third-Order Heading**

The heading above is an example of a third-order heading. Style features include

- Sans serif font (Arial or Helvetica), 10.5 pt, bold, left-aligned, initial caps
- Spacing above is 15 pt, spacing below is 0.

**Fourth- and Fifth-Order Headings**

**This Is an Example of a Fourth-Order Heading**. The fourth-order heading style is similar to a third-order heading in that it is sans serif font (Arial or Helvetica), 10.5 pt, bold, and initial caps. The heading is run into the 11.5-point paragraph text. The heading for this paragraph is an example of a fourth-order heading. When using the Publication Branch's *rptnumsp.dot* template, change the font and point size of the text to Times New Roman 11.5. Be careful not to highlight the end of the paragraph marker or it will also change the font of the heading number.

*This Is an Example of a Fifth-Order Heading.* Prepare the fifth-order heading using a sans serif italics font (Arial or Helvetica) in 10.5 pt. Use initial caps and run the heading into the 11.5-pt paragraph text. The heading for this paragraph is an example of a fifth-order heading. When using the Publication Branch's *rptnumsp.dot* template, change the font and point size of the text to Times New Roman 11.5. Be careful not to highlight the end of paragraph marker or it will also change the font of the heading number.

## LISTS

Prepare lists with bullets or numbers as required. Several samples of bulleted lists are shown in this document. The style command will incorporate the following specifications:

- Bulleted lists are indented 0.5 inch with a 0.25-inch hanging indent. The style does this automatically.
- Normal bulleted lists have a 0.05-pt space before and after.
- If extra space is desired before and after bulleted lists, the following styles can be used: the style *bullet first* can be used for the first bullet, and the style *bullet last* can be used as the last item in the list.

1. This text is indented to line up with the .15 indent of the *para* style and is outline-numbered. The style does this automatically. (Style name is *list1*.)

   a. This is a *lista* style. It is the second level of the outline-numbered lists following *list1*.

   b. This is another example.

2. SSC San Diego documents frequently contain numbered or bulleted lists.

Lists that are not numbered or bulleted may also be used.

This list has a before spacing of 4 pt and a below spacing of 0.05 pt.
(Style name is *List first indent.*)
This is a *List_indent* style. It follows a *List first indent* style.
The before and after spacing is 0.05 pt.
These lists are sometimes used for a list within a list.
This is a *List last indent* style.
It has a before spacing of 0.05 pt and an after spacing of 4 pt.

# DOCUMENT TABLE SPECIFICATIONS

**WHEN TO CREATE A TABLE**

Create a table to display data best viewed and understood in tabular format. Remember that some information is best described in text.

**TABLE NUMBERS**

Tables are numbered consecutively.

**TABLE CAPTION**

The table caption is centered above the table. Use 10.5-pt sans serif font (Arial or Helvetica). If the table caption is short, use the default of center alignment. If the table caption is long, change the alignment to left with at least 10 pt before and 4 pt after the caption. Include the table caption in the first row of the table. Insert a row at the top of the table, merge the cells, turn it's borders off, and cut and paste the table caption into the top row. Add the title capitalizing the first letter of the first word of the table caption and end the caption with a period. *Note: once the table number has been inserted, change the style of the table caption to "tbl_title." This will ensure the table title gets included in the List of Tables instead of being intermixed with the List of Figures when generating the Table of Contents.*

**TABLE RULES**

Use a simple style when possible. Tables 1 through 3 are examples of various styles.

**TABLE ENTRIES**

Use the 10.5-pt sans serif font (Arial or Helvetica) for entries in tables. Use the following styles for table entries depending on the material:

- Centered column head *(tbl_c10)*
- Left-aligned table cell entry *(tbl_L10)*
- Center-aligned table cell entry *(tbl_c10)*
- Right-aligned table cell entry *(tbl_R10)*

Table cell entry properties may be modified as required for clarity.

Table formats may vary with the type and amount of data displayed. Use the cell styles provided or modify them to suit your requirements. Set table and individual cell border line width to display a 0.75-pt line width. Do not use shaded or patterned cells unless absolutely necessary to separate information.

Table 1.  Sample lined table.

| Column Head. Heads in this row are centered. | Column Head | Column Head |
|---|---|---|
| Left-aligned entry. Note indent. Change as required. | Centered entry | Right aligned. Note indent. Change alignment as required. |
| Left-aligned entry. Note indent. Change as required. | Centered entry | Right aligned. Note indent. Change alignment as required. |
| Left-aligned entry. Note indent. Change as required. | Centered entry | Right aligned. Note indent. Change alignment as required. |

Table 2.  Table with opening, closing, and center lines only.

| tbl_c10 | tbl_c10 | tbl_c10 |
|---|---|---|
| tbl_L10 style | data | data |
| tbl_L10 style | data | data |
| tbl_L10 style | data | tbl_R10 style |

Table 3.  Table heads with special modified rows and columns.

| Column Head | You can merge cells as required | | Two-Line Column Head | Column Head |
|---|---|---|---|---|
| Sub Head | Sub Head | Sub Head | | |
| | | | | |
| | | | | |

# DOCUMENT GRAPHICS SPECIFICATIONS

**FIGURE NUMBERS**

SSC San Diego document graphics are contained in numbered figures. Figure placement, captions, and callouts are discussed in this section. In formal SSC San Diego documents, graphics must be high quality. Do not use scanned dot-matrix printer images or large fonts in your graphics. Discuss any special graphic requirements with your editor. Production personnel can scan your files and convert most graphic file formats. (See Figure 1.)



Figure 1.  Center single-line figure captions below the figure.

**FIGURE PLACEMENT**

Figures must fall within the page margins. Place figures after it has been call-out in the text. You may also place figures at the end of a section or at the end of a document if you have just a few pages of text and many figures. Center most figures with reference to the text in single- and multiple-column layout. If multiple figures appear on the same page, make sure that there is, at least, 2 picas (24 pt or 3/8 inch) between them.

**FIGURE CAPTIONS**

Prepare the figure caption by inserting a *Caption* which will insert the word Figure and the next subsequent number. Type a period and two spaces, then the figure title. Capitalize the first letter of the word of the figure title. The caption should be 10.5 pt sans serif font and located at least 24 pt (2 picas or 3/8 inch) from the illustration (as shown in Figure 1) measuring from the bottom of the illustration to the baseline of the first line of the caption on the hardcopy. The style *Caption* will automatically use this font and spacing. Long captions should fit within the width of the illustration. Adjust caption properties as required. Single-line figure captions are centered below the illustration. *This is the default alignment of "Caption" style*. For multiple-line figure captions, also center the entire caption below the figure. Then, left-align the caption's text by manually adjusting the left margin of "*Caption*" style to visually align with the left side of the figure. (See Figure 2.)
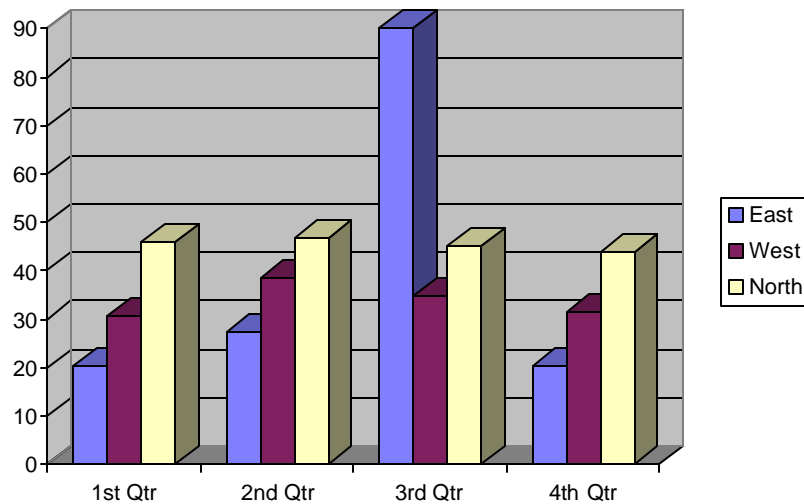
Figure 2.  Sample imported graph. The caption is visually centered to the graph and left-aligned. The callouts should be adjusted to meet requirements discussed in this section.

## FIGURE CALLOUTS AND ARROWS

- Prepare figure callouts using 8-pt sans serif (Arial or Helvetica) in all capital letters.
- If possible, place numbers used as callouts on graphs (0.5 pica) 6 pt from the sides or bottoms of graphs. (12 points = 1 pica) The number should set 12 pt (1 pica) from the graph, leaving 6 pt of white space in between the graph and the number.
- Center the graph's horizontal and vertical callouts on the "x" and "y" axes. When using a drawing program that allows precise placement of callouts, place callouts 12 pt (1 pica) from the numbered scales. This would allow 6 pt of white space between the graph and the number.
- If possible arrows should conform to SSC San Diego document standards in size and shape. Arrows with enclosed heads inserted using MS Word are acceptable.

If you scan your graphics, scan at a high enough resolution to ensure a quality printed product (i.e., 150, 225, or 300 dpi). Keep in mind that graphics displayed in a PDF file will be displayed at screen resolution. If the graphic has been scanned at a high resolution, the printed product will reflect the higher quality. Production personnel can scan your graphics and provide test PDF files so you can check the display and print quality.

## SPECIAL DISPLAY TEXT, DISPLAY GRAHICS, AND EQUATIONS

Prepare special display text, display graphics, and equations, using fonts that best display the information.

The display style line is centered.

Use the program of your choice to create equations. Equations are numbered consecutively. The numbers are shown in parentheses in the right margin. Equations may also be inserted in a text line.

$$F_{fade}(i) = \frac{\sum_{j=0}^{i} f_{fade}(j)}{\sum_{j=0}^{N} f_{fade}(j)} \tag{1}$$

## DOCUMENT GRAPHICS CHECKLIST

Publications personnel use the following graphics quality assurance checklist.

1. Photos are scanned at a high resolution. (150, 225, or 300 dpi).

2. Figure and table captions are prepared using a 10.5-pt sans serif font (Arial or Helvetica).

3. Figure and table captions are centered to the figure or table with carryover lines aligned to the left. Captions are placed 24 pt (2 picas or 3/8 inch) from the bottom of the figure to the baseline of the type. Long captions fit the illustration or table in width.

4. Figure captions are centered below the illustration and table captions are centered above the tables.

5. Callouts are prepared in all caps using an 8-pt sans serif font (Arial or Helvetica).

6. Arrows conform to SSC San Diego document standards in size and shape. Arrows with enclosed heads inserted using MS Word are acceptable

7. Numbers used as callouts on graphs are consistently placed leaving 6 pt (0.5 pica) of white space from the sides or bottoms of graphs. Place the base line of the number below the "x" axes 12 pt (1 pica) from the graph. (See Figure 3 in Section 5.)

8. Graph side callouts on "x" and "y" axes are centered to the graph and are consistently placed 12 pt (1 pica) from the numbered scales leaving 6 pt (0.5 pica) of white space. Place the top of the vertically placed callout on the "y" axes 12pt (1 pica) from the side of the graph. (See Figure 3 in Section 5.)

9. Multiple figures on a page are centered, visually aligned, and spaced leaving at least 24 pt (2 picas or 3/8 inch) white space between the figures.

Publications Branch production personnel can convert most graphic files to formats required for electronic publishing. If electronic graphic files are not available or cannot be converted, Publications Branch personnel can scan the image into an electronic file for insertion in most word-processing and electronic-publishing programs.

*Note to author: For normal production, do not paginate a blank page when printing to hard copy.*

# PAGEMARKING

## (U) DOCUMENT CLASSIFICATION MARKINGS

(U) This section contains format information on classification markings required for classified SSC San Diego documents. You can discuss classification guidelines and any special classification marking requirements with your editor. Within a classified document, covers, pages, headings, paragraphs, figures, tables, display text, and graphics must be individually marked. Headings, paragraphs, figure captions, table captions, display text, and graphics are marked (U), (C), or (S) as applicable. Equations are considered part of the paragraph under which they are located. The content of a figure and/or table is marked with the full classification designation. (See Figure 3.)
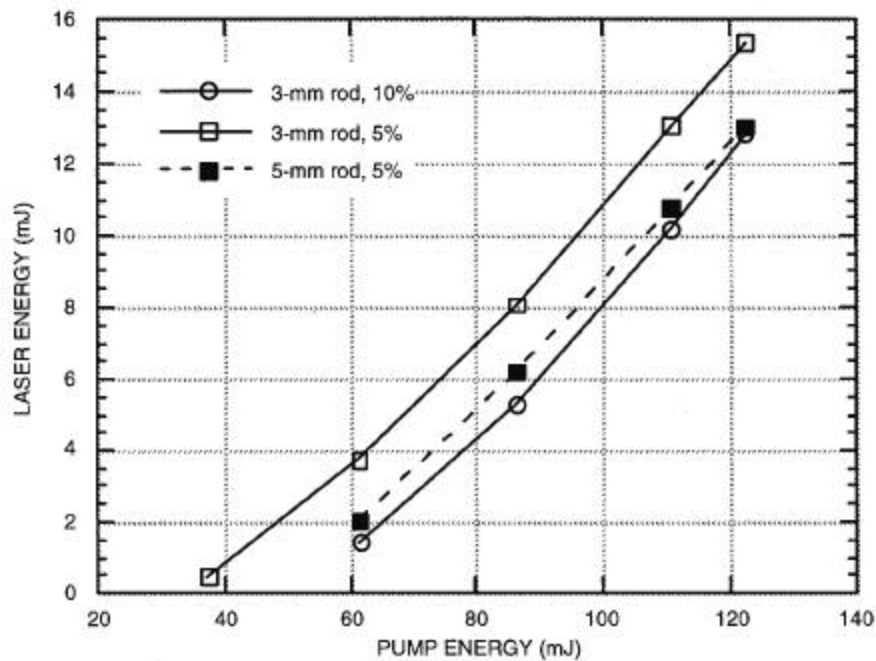


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Figure 3. (U) Sample graph.

### (U) COVERS

(U) SSC San Diego document covers with required classification markings are prepared by the Publications Branch.

### (U) PAGES

(U) Mark classified pages in the running header and footer as shown in this section. Use sans serif (Arial or Helvetica), 24 pt, bold font. Do not mark blank back pages but do mark the bottom of the front (text) page with both page numbers separated by a slash (e.g., 15/16). Headings and the page bottom margin should be adjusted to accommodate the 24-pt page marking.

# PAGE MARKING

# PAGEMARKING

**(U) SECTIONS**

**(U) Section Headings**

(U) For numbered sections, put the heading classification immediately after the section number. The marking pertains to the content of the heading, not of the following paragraph. Mark the content of the paragraph immediately before the paragraph.

**(U) This Is an Example of a Fourth-Order Numbered Heading.** The marking is placed following the number and applies to the heading and the following text.

**(U) Paragraph Content**

(U) Mark paragraph content as shown in this section. The marking at the beginning of the paragraph applies to the content of the paragraph.

**(U) FIGURES**

(U) Use numbered figures for graphics.

**(U) Figure Content**

(U) Figure 4 shows the classification marking required for figure content. The figure's classi-fication is shown at the bottom right margin of the figure in 10-point sans serif (Arial or Helvetica) font.

(U) Figure 4 has been placed in a frame (a converted text box) adjacent to the text. Use the style f*igcontclas* to ensure that the classification marking is located flush right to the figure. Borders surrounding figures are not normally used in formal SSC San Diego documentation.



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Figure 4. (U) Arctic divers.

**(U) Figure Captions**

(U) Type the abbreviated classification of the figure caption immediately following the figure number. Using 10-pt Arial or Helvetica font, type the caption 24 pt (2 picas) from the classification marking. The classification marking is placed 18 pt (1.5 picas) below the illustration or photograph. By using *figcontclas* style for the classification marking and *caption* style for the figure caption, all of these parameters will be applied automat-ically.

**(U) TABLES**

**(U) Table Content**

(U) The classification of the table content is shown 1.5 to 2 picas below the bottom of the table in 10-pt sans serif font (Arial or Helvetica). The classification must reflect the highest classification of information contained in the table. Table 4 is an example of the marking for a table caption and cells of the same

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classification. Table 5is an example of the marking for a table caption and a table marked at the highest classification of information contained within the table cells.

### (U) Table Captions

(U) The table caption font is 10.5 pt sans serif (Arial or Helvetica). If the table caption is short, center it above the table. If the table caption is long, place the caption above the table with at least 10 pt before and 4 pt after the caption. Capitalize the first letter of the first word of the table caption and end the caption with a period. It may work best to insert a row at the top of the table, merge the cells and cut and paste the *tbl_title* style into the row. Be sure to turn the borders off.

Table 4.  (U) Table with cells of the same classification.

| Column Head | Column Head | Column Head |
|---|---|---|
| Left-aligned entry | Centered entry | Right-aligned entry |
| Left-aligned entry | Centered entry | Right-aligned entry |

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Table 5.  (U) Table showing marking for cells of different classifications.

| Column Head (U) | Column Head (U) | Column Head (U) |
|---|---|---|
| (U) Data marking is placed at the beginning of data. | (U) Data marking is placed at the beginning of data. | (U) Data marking is placed at the beginning of data. |
| (U) Data marking is placed at the beginning of data. | (U) Data marking is placed at the beginning of data. | (U) Data marking is placed at the beginning of data. |

CONFIDENTIAL

*(for training purposes only)*

# PAGEMARKING

## SUMMARY

Your editor at the Publications Branch will prepare the Report Documentation Page and ensure that the distribution list is included at the end of your document. Your document will then be printed, and public release (distribution A) documents will be placed on-line available to Center employees and contractors with access to the Center Intranet.

Electronic files of SSC San Diego public release Technical Reports and Documents are available to the public via the Center's Public Site. These documents have been conditioned in accordance with Center policy on information placed on public web pages. The site is located at http://www.spawar.navy.mil/sti/publications/pubs/ .

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